Local Mitigation Plan Review Tool

Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA’s evaluation of whether the plan has addressed all requirements.

*For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.*

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|  | Plan Information |
| Jurisdiction(s) | Click or tap here to enter text. |
| Title of Plan | Click or tap here to enter text. |
| New Plan or Update | Click or tap here to enter text. |
| Single- or Multi-Jurisdiction | Multi-jurisdiction |
| Date of Plan | Click or tap to enter a date. |
|  | Local Point of Contact |
| Title | Click or tap here to enter text. |
| Agency | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone Number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

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|  | Additional Point of Contact |
| Title | Click or tap here to enter text. |
| Agency | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Phone Number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

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|  | Review Information |
|  | State Review |
| State Reviewer(s) and Title | Click or tap here to enter text. |
| State Review Date | Click or tap to enter a date. |
|  | FEMA Review |
| FEMA Reviewer(s) and Title | Click or tap here to enter text. |
| Date Received in FEMA Region | Click or tap to enter a date. |
| Plan Not Approved | Click or tap to enter a date. |
| Plan Approvable Pending Adoption | Click or tap to enter a date. |
| Plan Approved | Click or tap to enter a date. |

Multi-Jurisdictional Summary Sheet

In the boxes for each element, mark if the element is met (Y) or not met (N).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Jurisdiction Name | A. Planning Process | B. Risk Assessment | C. Mitigation Strategy | D. Plan Maintenance | E. Plan Update | F. Plan Adoption | G. HHPD Requirements | H. State Requirements |
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Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been “met” or “not met.” FEMA completes the “required revisions” summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is “not met.” Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

NOTE: Highlighted text below is generic guidance from Iowa HSEM – not specific comments on your plan nor official FEMA interpretation. It is intended to assist in understanding FEMA’s interpretations of planning requirements, as of this writing.

Element A: Planning Process

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| --- | --- | --- |
| Element A Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1)) |  |  |
| A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan’s development, as well as who was involved? | Click or tap here to enter text. | Choose an item. |
| A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?  If the plan describes requirements for a jurisdiction to be participating, is it clear that those marked as participating met those requirements? E.g., Are they included in any tables describing participation? Is their representative on sign-in sheets? | Click or tap here to enter text. | Choose an item. |
| A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2)) |  |  |
| A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?  Does the plan identify how each of the following types of stakeholders were presented with this opportunity, as applicable?  1. Local and regional agencies involved in hazard mitigation activities:  2. Agencies that have the authority to regulate development:  3. Neighboring communities:  4. Representatives of businesses, academia, and other private organizations:  5. Representatives of nonprofit organizations, including community-based organizations, among others.  Consider Community Organizations Active in Disasters (COADs) and others that may be involved in recovery  Consider other roles that planning committee members have in the community that might check multiple boxes (e.g., a city councilperson who also owns a local business).  Consider using a table that shows how each category of stakeholders was involved or invited to be involved  If no targeted outreach to types of stakeholders was conducted, stating this will clarify for reviewers. | Click or tap here to enter text. | Choose an item. |
| A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1)) |  |  |
| A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?  Did this opportunity for involvement occur during the plan’s development, (prior to the plan’s submission for formal review)?  Does the plan describe how feedback from the public was incorporated into the plan? If no feedback was received, does the plan state this? | Click or tap here to enter text. | Choose an item. |
| A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3)) |  |  |
| A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document? | Click or tap here to enter text. | Choose an item. |

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| Element A Required Revisions |
| Required Revision**:**  Click or tap here to enter text. |

Element B: Risk Assessment

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| Element B Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i)) |  |  |
| B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?  Omitting natural hazards that are of minimal or negligible concern for a jurisdiction may help in meeting element C4, as some jurisdictions will not have the resources or will to meaningfully address some hazards. | Click or tap here to enter text. | Choose an item. |
| B1-b. Does the plan include information on the location of each identified hazard?  Some hazards vary in their location within a jurisdiction. If so, describe locations in more detail than which jurisdictions experience the hazard. If a hazard does not vary across the planning area, please state this. | Click or tap here to enter text. | Choose an item. |
| B1-c. Does the plan describe the extent for each identified hazard? Extent is a range of anticipated intensities for the identified hazards.  If using a scale to describe extent, does the plan document how the scale applies to each jurisdiction? Beyond describing a scale, how much of the scale is relevant to the participating jurisdictions? | Click or tap here to enter text. | Choose an item. |
| B1-d. Does the plan include the history of previous hazard events for each identified hazard?  Does the plan include both state and federal disaster proclamations/declarations? | Click or tap here to enter text. | Choose an item. |
| B1-e. Does the plan include the probability of future events for each identified hazard, including the type, location and range of anticipated intensities?  If using general descriptors, are they quantified? (e.g., “Highly Likely” might be defined as occurring at least once per year.) Try to be consistent in terminology across hazard profiles | Click or tap here to enter text. | Choose an item. |
| B1-f. For participating jurisdictions in a multi‐jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?  If no variation occurs across the planning area, consider stating this for each hazard as appropriate. | Click or tap here to enter text. | Choose an item. |
| B2. Does the plan include a summary of the jurisdiction’s vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii)) |  |  |
| B2-a. Does the plan provide an overall summary of each jurisdiction’s vulnerability to the identified hazards?  Does the vulnerability assessment discuss specific vulnerabilities for each jurisdiction for each hazard? If jurisdictions’ vulnerability does not vary, does the plan state this for each hazard?  Please describe the jurisdictions’ specific assets exposed to the hazards | Click or tap here to enter text. | Choose an item. |
| B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?  Does the vulnerability assessment discuss how jurisdictions’ specific characteristics (demographics, assets, critical facilities, etc.) creates different levels or types of vulnerability for each hazard? If all jurisdictions share characteristics and impacts on assets are the same across all jurisdictions, does the plan state this?  If the plan notes that certain types of assets or populations are especially vulnerable to a given hazard, does the plan describe how that type of asset or population varies by jurisdiction? | Click or tap here to enter text. | Choose an item. |
| B2-c. Does the plan address NFIP-insured structures **within** **each jurisdiction** that have been repetitively damaged by floods?  Does the plan break out how many of the repetitive loss / severe repetitive loss properties in the planning area are residential versus non-residential? | Click or tap here to enter text. | Choose an item. |

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| Element B Required Revisions |
| Required Revision**:**  Click or tap here to enter text. |

Element C: Mitigation Strategy

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| Element C Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| C1. Does the plan document each participant’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3)) |  |  |
| C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations? This discussion must be more than a table identifying capabilities.  For any jurisdiction with existing building codes, does the plan specify the version year of the codes? (e.g., IBC 2021) | Click or tap here to enter text. | Choose an item. |
| C1-b. Does the plan describe each participant’s ability to expand and improve the identified capabilities to achieve mitigation?  Ability to expand capabilities may be described in terms of available or potentially available resources, such as staff time, funding or taxing authority, knowledge and expertise, community or cultural resources, etc. In short, what more could be done to support mitigation activities?  If jurisdictions have limited or no ability to expand beyond capabilities, does the plan state this? Is this statement specific to certain jurisdictions? | Click or tap here to enter text. | Choose an item. |
| C2. Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii)) |  |  |
| C2-a. Does the plan contain a narrative description or a table/list of their participation activities?  Does the description align with information provided in the current Community Status Book? <https://www.fema.gov/cis/IA.pdf>  If a jurisdiction has a FIRM/Flood Hazard Boundary Map (i.e., a mapped flood hazard area) but does not participate in NFIP, is an explanation provided for why it does not?  If a jurisdiction participates in NFIP, but no FIRM/SFHA has been mapped, does the plan describe where floodplain management regulations are in effect?  Does the description of participation activities include the following information for each participant?  1. Adoption of NFIP minimum floodplain management criteria via local regulation.  2. Adoption of the latest effective Flood Insurance Rate Map (FIRM), if applicable.  3. Implementation and enforcement of local floodplain management regulations to regulate and permit development in SFHAs.  4. Appointment of a designee or agency to implement the addressed commitments and requirements of the NFIP.  5. Description of how participants implement the substantial improvement/substantial damage provisions of their floodplain management regulations after an event.  The plan should state who is the appointed designee or agency implementing NFIP for each jurisdiction.  This information should give any reader enough information to understand how the jurisdiction manages development in its floodplain and who is responsible for implementation.  This description should not contradict other parts of the plan. I.e., an NFIP participant should not elsewhere state that they have no floodplain management regulation or no floodplain administrator. | Click or tap here to enter text. | Choose an item. |
| C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i)) |  |  |
| C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan? | Click or tap here to enter text. | Choose an item. |
| C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii)) |  |  |
| C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?  Do the actions emphasize reducing risk to existing buildings, structures, and infrastructure, as well as limiting risk to new development and redevelopment? | Click or tap here to enter text. | Choose an item. |
| C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan’s risk assessment?  Are the actions used to satisfy this requirement mitigation actions and not preparedness actions? Can each action used to satisfy this requirement reasonably be expected to reduce risk from the hazard (mitigation), or does it only improve response or manage consequences from the hazard (preparedness)? Reducing risk means reducing hazards, vulnerabilities, and/or impacts.  Is it clear which jurisdictions are taking which actions?  Where actions address all hazards, is each hazard listed out?  For education/awareness type actions, does the plan provide sufficient detail that a reader will understand the scope of the action (who is doing what, through what medium, to address which hazards and convey what information to address them)?  An action that lacks detail, does not qualify as mitigation, or addresses a hazard that FEMA does not consider “natural”, may remain in the plan but will not count toward this requirement.  Consider using a table to check that each jurisdiction has an action for each hazard (e.g., jurisdictions listed in rows, hazards listed in columns, and an action ID showing which action(s) addressed the hazard for that jurisdiction). | Click or tap here to enter text. | Choose an item. |
| C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii)) |  |  |
| C5-a. Does the plan describe the criteria used for prioritizing actions? | Click or tap here to enter text. | Choose an item. |
| C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?  Is the funding source more specific than “local”, “state”, or “federal”?  Do not use the term “city funds” or “municipal funds” or “local funds.” It must refer to a specific fund (operating budget, capital improvement budget, etc.)  Does the plan define any generic terms, such as “short-term” in reference to timeframes?  Is the responsible position, office, department, or agency identified below the level of jurisdiction? There much be enough detain to know who *within* the jurisdiction is responsible. | Click or tap here to enter text. | Choose an item. |

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| Element C Required Revisions |
| Required Revision**:**  Click or tap here to enter text. |

Element D: Plan Maintenance

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| Element D Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii)) |  |  |
| D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved? | Click or tap here to enter text. | Choose an item. |
| D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i)) |  |  |
| D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process? | Click or tap here to enter text. | Choose an item. |
| D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible. | Click or tap here to enter text. | Choose an item. |
| D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process? | Click or tap here to enter text. | Choose an item. |
| D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii)) |  |  |
| D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms? | Click or tap here to enter text. | Choose an item. |
| D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated? | Click or tap here to enter text. | Choose an item. |
| D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?  Does the plan describe the specific planning mechanisms each jurisdiction is integrating?  If schools or other special districts/jurisdictions are participating, it is assumed they have different processes from the cities. If their processes are the same, does the plan state this? | Click or tap here to enter text. | Choose an item. |

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| Element D Required Revisions |
| Required Revision**:**  Click or tap here to enter text. |

Element E: Plan Update

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| Element E Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3)) |  |  |
| E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community’s vulnerability since the previous plan was approved?  Is it clearly stated how/whether vulnerability has changed for each jurisdiction? The goal is not to describe changes in development, but how vulnerability has been affected. | Click or tap here to enter text. | Choose an item. |
| E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3)) |  |  |
| E2-a. Does the plan describe how it was revised due to changes in community priorities? | Click or tap here to enter text. | Choose an item. |
| E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?  “No response” is not sufficient. Ideally, all actions should *at least* have a status such as complete, continuing, or deleted. | Click or tap here to enter text. | Choose an item. |
| E2-c. Does the plan describe how jurisdictions integrated the previous mitigation plan, when appropriate, into other planning mechanisms?  This is different from future efforts to integrate. This requirement asks about how the previous plan. If no integration occurred, the plan should state this.  Jurisdictions typically vary in how they have integrated the plan, so the plan should be explicit in describing how *each* has done so. | Click or tap here to enter text. | Choose an item. |

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| Element E Required Revisions |
| Required Revision**:**  Click or tap here to enter text. |

Element F: Plan Adoption

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| Element F Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5)) |  |  |
| F1-a. Does the participant include documentation of adoption? | Click or tap here to enter text. | Choose an item. |
| F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5)) |  |  |
| F2-a. Did each participant adopt the plan and provide documentation of that adoption?  Documentation of adoption is typically in the form of a board/council resolution, and should include a signature and a date.  Adoptions should specifically use the term “adopt” rather than just “approve”. | Click or tap here to enter text. | Choose an item. |

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| Element F Required Revisions |  |  |
| Required Revision**:**  Click or tap here to enter text. |  |  |

Element G: High Hazard Potential Dams (Optional)

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| HHPD Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs? |  |  |
| HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency? | Click or tap here to enter text. | Choose an item. |
| HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners? | Click or tap here to enter text. | Choose an item. |
| HHPD2. Did the plan address HHPDs in the risk assessment? |  |  |
| HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs? | Click or tap here to enter text. | Choose an item. |
| HHPD2-b. Does the plan document the limitations and describe how to address deficiencies? | Click or tap here to enter text. | Choose an item. |
| HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs? |  |  |
| HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies? | Click or tap here to enter text. | Choose an item. |
| HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals? | Click or tap here to enter text. | Choose an item. |
| HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs? |  |  |
| HHPD4-a. Does the plan describe specific actions to address HHPDs? | Click or tap here to enter text. | Choose an item. |
| HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs? | Click or tap here to enter text. | Choose an item. |
| HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs? | Click or tap here to enter text. | Choose an item. |

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| HHPD Required Revisions |
| Required Revision**:**  Click or tap here to enter text. |

Element H: Additional State Requirements (Optional)

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| Element H Requirements | Location in Plan (section and/or page number) | Met / Not Met |
| This space is for the State to include additional requirements. |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

Element A. Planning Process

Strengths

[insert comments]

Opportunities for Improvement

[insert comments]

Element B. Risk Assessment

Strengths

[insert comments]

Opportunities for Improvement

[insert comments]

Element C. Mitigation Strategy

Strengths

[insert comments]

Opportunities for Improvement

[insert comments]

Element D. Plan Maintenance

Strengths

[insert comments]

Opportunities for Improvement

[insert comments]

Element E. Plan Update

Strengths

[insert comments]

Opportunities for Improvement

[insert comments]

Element G. HHPD Requirements (Optional)

Strengths

[insert comments]

Opportunities for Improvement

[insert comments]

Element H. Additional State Requirements (Optional)

Strengths

[insert comments]

Opportunities for Improvement

[insert comments]